

**Green Bay Neighborhood Leadership Council**  
**2015 Operating Grant (up to \$1,000) for**  
**Established Neighborhood Associations**  
**As Recognized by the Common Council**

## **The Grant**

The GBNLC supports the on-going commitment of established Neighborhoods, to the goal of healthy neighborhoods. As a showing of its support, the GBNLC will award a grant of up to \$1,000.00 to each established Neighborhood Association as recognized by the Common Council.

The association must have an open membership. A Neighborhood Association cannot discriminate in the admission of members, and must actively seek membership or involvement of neighborhood residents or business operators.

**The Associations must provide a 25% match to this grant in new funds raised between January of 2015 and December 31 of 2015. Volunteer time will not be allowed to count toward this match.**

## **The Criteria for Grant**

To receive up to a \$1,000.00 award, the following conditions must be met:

- 1) It is mandatory that a newsletter be published and distributed in 2015 before submitting the grant for funds. A newsletter must be presented to staff along with proof of distribution. If the newsletter was mailed, an invoice from the mailing house will be adequate or, if they were hand delivered, a signed statement indicating the newsletters were delivered must be submitted.
- 2) You must show proof of funds raised (at least 25% match or \$250.00) beginning from January 2015.
- 3) Your Neighborhood Association must be represented at a minimum of 75% of the prior 12 GBNLC meetings.
- 4) A quorum, as designated by your association by-laws, must be met at the association's annual general membership meeting.
- 5) You may be required to report at a future meeting of the GBNLC on how funds were spent and your accomplishments of 2015. Your 2014 performance will be considered in your 2015 application.
- 6) No GBNLC grant funds will be paid, by or on behalf of a funded organization, to any person for influencing or attempting to influence an officer or employee of any City, State, or Federal agency. Funded Neighborhood Associations shall not support any political candidate or favor a candidate in its actions.
- 7) The grant CANNOT be spent on any activity that involves alcohol, tobacco or any illegal activity.
- 8) Monies may then be spent for one of the following activities:
  - a) Hold Fundraising Events to strengthen the existing neighborhood organization.
  - b) Hold social or food events to promote sense of community in neighborhood.
  - c) Capital Improvements to benefit neighborhood such as signs or lighting.
  - d) Offer educational or informational programs to develop leadership skills in existing neighborhood organization.

## **The Application Process**

To receive the grant of up to \$1,000, an association must complete the Green Bay Neighborhood Leadership Council Grant Application (enclosed) and submit a copy to the address indicated at the bottom of the application. Applications can be submitted anytime from January 1, 2015 to December 31, 2015. Each Association may only receive the Operating Grant once per year.

**Green Bay's Neighborhood Leadership Council (GBNLC)  
2015 Grant Application (up to \$1,000)**

**Due: no later than December 31, 2015.**

**For office use only:**

Date Rec'd \_\_\_\_\_  
 Newsletter \_\_\_\_\_  
 An. Quorum \_\_\_\_\_  
 Fin. Rpt \_\_\_\_\_  
 % Match \_\_\_\_\_  
 75% atnd. \_\_\_\_\_  
 Signed \_\_\_\_\_

<b>Neighborhood Association Name</b>	<b>Association President or Contact Person</b>
<b>Mailing Address</b>	<b>Day Phone/Evening Phone</b>
<b>Email Address</b>	

**Board Members.** Please provide a list of your current board members.

<b>NAME</b>	<b>ADDRESS</b>

**Newsletter.** Attach your newsletter and describe (in the space below) how it was distributed. Attach documentation supporting distribution.

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**Yearly Budget for Requested Funds.** Briefly describe how your organization will spend the funds requested. List each project with a total cost.

PROJECT	COST
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL</b>	\$

**Match Requirement.** Detail how funds were raised for your 25% match (at least \$250.00). Funds must be raised between January 1, 2015 and the December 31, 2015 Deadline.

RECEIVED FROM	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL</b>	\$

<b>Determination of Amount Requested</b>		
A	Multiply your organization's total match amount by 4	\$
B	Enter your organization's total budget for requested funds	\$
C	Maximum grant amount.	\$1000.00
D	<b>Amount Requested.</b> Enter the lowest amount from line A, B, or C.	\$

**Financial Report.** Attach your current treasurer's report/financial statement and budget.

The signatory declares that he/she is the elected Chairperson or President of the Neighborhood Association, assures that a majority of members of the organization's governing body voted to undertake this project, and any funds received as a result of the application will be used only for the purposes set forth herein.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

Submit Application To:

Green Bay Neighborhood Leadership Council  
ATTN: Cheryl Renier-Wigg  
100 N. Jefferson Street, Room 608  
Green Bay, WI 54301

Or Email Application To: [CherylRe@greenbaywi.gov](mailto:CherylRe@greenbaywi.gov).

Questions may be directed to Cheryl Renier-Wigg at [CherylRe@greenbaywi.gov](mailto:CherylRe@greenbaywi.gov) or (920) 448.3412.

**2015 Operating Grant Application will not be accepted after  
December 31, 2015.**